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**PARK COUNTY  
POSITION DESCRIPTION**

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**I. POSITION IDENTIFICATION**

**Work Unit:** Planning Office  
**Supervisor:** Park County Commissioners

**Current Classification:**

**Pay Grade:** 18  
**Exempt**

**Title:** Planning Director

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**II. ASSIGNED DUTIES AND TASKS**

**Position overview**

This position is responsible for overall direction, coordination, and evaluation of the planning department, as well as all phases of subdivision, zoning and land use issues. Additionally, this position is responsible for county road documentation, co-flood plain administration, and research, grant writing and administration.

**Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions but may be assigned to planning staff with this position providing oversight. Duties of the position are not all inclusive and subject to change.**

**A. PLANNING AND DEVELOPMENT**

1. Performs a variety of professional, administrative, and technical duties relative to the county's planning, zoning, and subdivision review and floodplain management programs.
2. Performs duties requiring a high degree of independent judgment and extensive knowledge of planning methods and procedures.
3. Reviews policies, standards and actions of the department for compliance with appropriate laws and regulations.
4. Manages projects and assists with training and directing other staff members when assigned.
5. Collects and compiles data concerning various phases of planning.
6. Processes subdivision applications; prepares subdivision application review to planning board, commissioners and verifies that conditions of approval are met by the applicant.
7. Researches, organizes, and coordinates zoning information and preparation of draft zoning ordinance text.
8. Researches, organizes, and coordinates growth policy elements.
9. Processes special use permits, variances, and zoning applications.
10. Reviews legal property description section maps and regulations for appropriateness of site, lot size, and set back.

11. Conducts field inspections and technical studies encompassing agricultural and recreational developments.
12. Reviews and issues floodplain development permits.
13. Answers public inquiries and reports violations.
14. Reviews surveys for compliance with state requirements.
15. Attends planning board, zoning commission, board of adjustments and public meetings and provides professional and technical advice and recommendations regarding planning and zoning matters.

#### **B. ADMINISTRATION**

1. Provides general administration of community planning and development programs.
2. Meets with the public, planning boards, and other governmental agencies. Meets with others concerning program functions and activities and provides related information.
3. Is the spokesperson for the planning office and oversees all public communications and press releases for the planning office.
4. Provides oversight of the planning office website.
5. Prepares the annual budget; monitors all expenditures and approves all purchases under the approved budget.
6. Maintains liaison with local, state and federal officials and agencies

#### **C. OTHER DUTIES AS ASSIGNED**

Performs other duties as assigned by Park County Commission. This includes special projects and a variety of other functions as needed.

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### **III. KNOWLEDGE**

This work requires knowledge of the principles, practices, and methods of planning, zoning, and subdivision review and floodplain management programs. Must have the knowledge of provisions of state and county laws and regulations affecting planning, subdivision and zoning. This position must have the ability to speak effectively before public gatherings, prepare clear and concise reports and statements, develop effective records and report systems and schedules, exhibit discretion and integrity at all times when handling confidential data, effectively and efficiently direct and supervise the staff and its program, deal effectively and tactfully with citizens and their needs and inquiries, effectively promotes and represents the areas plans and programs at all times to citizens and their groups, and establish and maintain a level of discipline and working climate in which employees are effectively motivated to work up to their full potential. Must have ability to type, use computer programs and technical equipment including word perfect, MS works, MS publisher, statistics, drafting, graphic presentations, digital camera, and calculator. Must have the ability to read maps, easements, surveys, regulations, metes and bounds, research deeds, research covenants in clerk and recorder's office, and research in tax assessor's office

## **Supervision**

Directly supervises Planners, Assistant Planner and Planning Technician. Carries out supervisory responsibilities in accordance with Park County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **Education and Experience**

The required knowledge, skills, and abilities are obtained through a Bachelors degree in Public Administration, Planning, Geology, Geomorphology, Earth Sciences, as related to land planning and/or a Bachelors degree from a comparable field or a combination of degrees. The required knowledge, skills, and abilities typically are acquired through education, and three to five (3-5) years related work experience. Masters Degree in Public Administration, Planning, Geology, Geomorphology, Earth Sciences and/or a degree from a comparable field is preferred. Experience in subdivision review is required. GIS experience and/or thorough understanding of the capabilities of GIS and how it relates to planning is preferred.

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## **IV. ACCOUNTABILITY**

This position makes decisions regarding the planning, zoning, and subdivision review and floodplain management programs. Work requires the interpretation and application of rules, regulations, and policies regarding land use and administration. Actions and services provided have a direct impact on the financial integrity of the County as a whole. Work is covered by established guidelines, and policy manuals that are available.

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## **V. CONFIDENTIALLY**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

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**VI. INDEPENDENCE OF ACTION**

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Park County Commission.

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**VII. PERSONAL CONTACTS**

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding the Planning Department.

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**VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duty of this job, the employee is occasionally required to stand, walk, and reach with hands or arms. The employee is frequently required to sit. On a regular basis, the employee is required to talk or hear, drive to site for inspections, tour site on foot and travel to meetings.

This position requires the employee to lift and/or move up to 25 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The noise level in the work environment is usually moderate.